

Records Specialists

OS-4 (Learning)		OS-5 (Applying)	OS-6 (Developing)
Knowledge <ul style="list-style-type: none"> Application of Professional Expertise 	<ul style="list-style-type: none"> Familiar with document control procedures, records management procedures, and/or training program for the division. Understand scheduled versus unscheduled. Know what moratoriums exist that effect your records. Know your group retention schedule requirements. 	<ul style="list-style-type: none"> Working knowledge of division and institutional records management procedures, document control procedures, and/or training programs Understand information management systems well enough to recommend enhancements 	<ul style="list-style-type: none"> Understand and apply the division retention schedule, DOE schedules, CFRs, etc. Understand why moratoriums exist Understand and apply the functionality of information management systems Knowledge of what information is needed, where to get it, and how to pull it together into usable formats.
Level of Direction <ul style="list-style-type: none"> (Freedom to Act on Tasks or Assignments) 	<ul style="list-style-type: none"> Use established Training Plan/Qualification Card (TP/QC) system/process Create a TP/QC when all pertinent information is provided. Does not determine what is on a TP/QC. 	<ul style="list-style-type: none"> Develop a TP/QC with general guidance. Initiate information gathering to complete the task. Identify established equivalencies. 	<ul style="list-style-type: none"> Develop TP/QC with limited guidance. Determine and establish training equivalencies.
Problem Complexity	<ul style="list-style-type: none"> Perform routine queries using existing database or established reporting system. Create and/or maintain files with minimal direction Identify a record; know when a new record series needs to be created. Use information management systems as designed for document control, records management, and/or training Maintain an existing database (data entry) Send expiration/incomplete notifications Incorporate changes in existing document as directed Ensure appropriate review, signature, distribution, notification 	<ul style="list-style-type: none"> Perform ad hoc queries Determine what query to perform given a specific request Understand the mechanics of the LANL systems to know where to go and how to find information Identify and establish logical file systems. Apply retention schedule; update retention schedule with minimal direction Run ad hoc queries from information management systems Create document workflows Generate ad hoc reports Create a tracking system with requirements provided 	<ul style="list-style-type: none"> Recognize, recommend and implement changes to the retention schedule Obtain approvals through appropriate authorities for change Develop requirements for a tracking system Draft document in coordination with an SME

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Scope of Influence/ Impact of Error <ul style="list-style-type: none"> People, Budget, Security 	<ul style="list-style-type: none"> Works under general supervision; work is reviewed for overall accuracy Generate standard reports upon request from inquiries within the group 	<ul style="list-style-type: none"> Works under limited supervision; work is reviewed for soundness Explain why and how we manage relevant documentation within the facility 	<ul style="list-style-type: none"> Work under minimal supervision where tasks are not clearly defined Explain relationships Presents the data and reports on it Knowledgeable of applicable LIRs Gather and present relevant information to internal and external stakeholders